

DDA SUBJECT FILE COPY

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) Contract Process Course				
FROM: <span style="border: 1px solid black; padding: 2px;">Director of Training and Education 1026 CofC</span>		EXTENSION	NO. <span style="border: 1px solid black; padding: 2px;">86-1372 2101908 V180</span>	DATE 7 August 1986
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. <del>EO/DDA</del> 7D24 HQS				STAT STAT
2.				
3. ADDA 7D24 HQS	8 AUG 1986			STAT STAT
4.				
5. DDA 7D24 HQS	11 AUG 1986			STAT STAT 5. FYI
6.				<p>A very important effort, made possible by <span style="border: 1px solid black; padding: 2px;"> </span> from Logs. We have made some improvements since <span style="border: 1px solid black; padding: 2px;"> </span> took the course. The S&amp;T is a very enthusiastic participant; and some of their people from OD&amp;E and OSO are helping with the teaching. So, we have made a great step forward in standardizing on an Agency basis what we expect of COTRs.</p> <p>3-7 Fruit coming to Bear</p> <p>DDA REGISTRY FILE: 18-4 18-4</p>
7. D/O L				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

STAT

13 June 1986

MEMORANDUM FOR:

DD/OF

FROM:

CSAD/OF

THROUGH:

Chief, CSAD/OF

SUBJECT:

Contract Process Course

In response to your request, I am commenting on the Contract Process Course about which you inquired. I attended the 8 1/2 day course and felt that it was a beneficial learning experience. The course included both lectures and projects involving teamwork. The lectures were very informative and the group work was a good experience since it was required that we make decisions and form consensus opinions on various issues. This type of experience is applicable to my job since I will be working on cost evaluation panels as a team member in the future.

The course provided a general overview of the entire contract process and the procedures which must be followed in the execution of the contract cycle. Although the course was basically designed for a COTR and some of the exercises were technically oriented, there were a lot of issues that related to my job as a cost analyst/auditor. For example, issues such as security, funding, change orders, overruns, and contract administration were discussed which are pertinent to my job. Additionally, I participated in actual negotiations (role playing) of a contract and an engineering change proposal where one group represented the CO, COTR, and auditor for the government and another group represented the contractor. I was able to experience negotiating techniques and plays which will be applicable to my job in the future when asked to participate in actual negotiations.

I was able to share my knowledge with the COTR's and vice versa. In addition, the opportunity to interact with the technical people and develop a relationship with some possible future co-workers should prove to be an asset.

STAT

In my opinion, most individuals who are involved in the contract process such as CSAD personnel and B&F officers who have served in those capacities for approximately 3 years or less would benefit in taking the course if given the opportunity. However, the course is very intense and should not be taken lightly. Incidentally, [redacted] was also in the class if you wish to query his comments.